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Office Memorandum

Approved For Release 2005/07/10 : CIA-RDP84-00951R000100020051-5

UNITED STATES GOVERNMENT

TO : Executive Assistant Director, OCD

FROM : Personnel Officer, OCD

SUBJECT: Reclassification of Positions in Central Records.

DATE: 23 May 1950

1. On 9 May 1948, the Information Distribution Section of Central Records was transferred to the Reference Center with ☐ positions. On 3 September 1948 the section was changed to a division and reorganized.

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2. The Classification Branch was requested to write position description for all positions of the Information Distribution Division and on 19 January 1949, the positions were approved and the T/O revised accordingly. A new position with the organizational title Distribution Clerk was written, approved by the Classification Branch and the Civil Service Commission at a GS-4 level under the 420 series with classification title of position as Mail and File Clerk, GS-4. This position was written and approved approximately three months after the Management Office had put into effect the "Batch System." The Distribution Clerk position, Bu.#2814 was written clearly and stated specifically the duties and responsibilities of the incumbent. The duties and responsibilities of this position have not changed to the present date, however, the intricate details which are peculiar to this position have increased and accuracy and knowledge of the organizational breakdown of the Agency have become very important.

3. On 25 August 1949, the Information Distribution Division was again reorganized and the duplicating section charged with the responsibility of reproduction and distribution of CIA produced intelligence was combined with the Distribution Section. No positions were written at this time as it was merely a transfer of positions from one section to another.

4. On 10 October 1949, a memo was sent to the Management Office recommending revision of the T/O setting up the Records Management Branch and Central Records Branch. Under this proposed reorganization it was recommended that a Document Processing Section with three units be set up under Central Records. One of these units was the Distribution Unit. This reorganization was approved 24 February 1950 by the Management Office and the Table of Organization was revised accordingly.

5. Under the present operating T/O the Central Records Branch, Distribution Division has ☐ Distribution Clerks. Because the duties and responsibilities of these GS-4 positions have not changed and remain as approved on position description Bu.#2814, the Classification Branch was not requested to re-write or reclassify them, however, they were re-written and it was not until the final form was submitted to the Administrative Staff for approval that this office became aware that these positions were to be re-submitted to the Personnel Staff for approval.

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6. It is now the recommendation of the Classification Office that the distribution clerk positions should be lowered to GS-3. Following their notification to the Administrative Staff of their recommendation, this office did not concur and asked for further discussion with the Personnel Staff when the position descriptions

- 2 -

were submitted for final approval. A meeting was held with a representative of the Personnel Staff, a member of the Classification Office, the Chief, Library, OCD and Personnel Officer, OCD. It was pointed out that these positions had not changed since first approved on 19 January 1949 and that OCD had not requested that they be re-written. The complexity of the proper reading on the distribution cards was thoroughly explained. The need for accuracy and knowledge of office symbols which change so often was also brought to their attention. The intricate details of the operation which do not exist in any other position in OCD was also discussed. The training of these employees in all phases of the Document Processing Section before being placed as Distribution Clerks was thoroughly discussed. The time element which is so important to the job was taken into consideration. This section is actually the main control point for intelligence material received in the Agency and material distributed by this Agency. A complete and accurate distribution of documents must be made. This is the final checking point where requests for reproduction are controlled; where errors on the distribution card are coordinated and corrected. Any error on the part of a distribution clerk can cause serious trouble, therefore, accuracy becomes very important. The incumbents of these positions exercise some judgement of decision as through their knowledge of the operation they perform their duties without close supervision.

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7. There are at present [] employees in the Distribution Section who have been promoted to the GS-4 level; [] all of whom have been in Central Records for a period of two years or more. Two other employees, [] are detailed against these positions but have not been promoted as they are not carrying out the full duties and responsibilities of the position.

8. It is felt that the five [] Distribution Clerks, GS-4, should not be reclassified to GS-3's. If we are striving for efficiency of operation, if it is intended that a position should be set up based on responsibilities, and expect the incumbents of these positions to be alert, conscientious, accurate and be able to grasp the tremendous amount of detail which makes up these positions, the jobs should remain as approved by the Commission.

9. It is brought to your attention that unless we keep the position as formerly set up at a GS-4 level the complete operation, as far as dissemination of intelligence material within the Agency is concerned, will result in a much slower flow of intelligence documents to the operational offices as the incumbents who are now GS-4 will have to be replaced by inexperienced personnel.

10. The recommendations of the Classification Branch to leave three [] of the approved five [] Distribution Clerks as 4's and lower the other [] to GS-3, is taking into consideration personalities and not the position. Since all the Distribution Clerk positions encumber the same duties and responsibilities there is no justification for lowering any in grade. If one is approved at a GS-4 level all must be approved at the same grade as there is no distinction of duties in the positions.

11. The Classification Branch has stated that the positions left at the GS-4 level will be audited at the end of six months. According to the Classification Branch the incumbents of these positions must have additional responsibilities given to them or the positions will be lowered to GS-3's. With the tremendous workload as it stands and additional help needed to disseminate the intelligence documents, any additional duties and responsibilities given to the Distribution Clerks will result in a kind of

CONFIDENTIAL

- 3 -

chaos in the Distribution Section of the Library, as they are unable to keep up with continuous increase in the flow of Intelligence documents.



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CONFIDENTIAL

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25 May 1950

OCD concurs with the proposed T/O adjustments. However, the reallocation of grades within the Distribution Unit of the Document Processing Section is understood to be a temporary adjustment pending a resurvey by Classification in approximately six months and a final decision to be made at that time concerning the grades of the present GS-4, Distribution Clerks. This Office is at this time of the opinion that there is no sound reason for rewriting and lowering these GS-4, Distribution Clerks (in explanation of our thinking in this matter, please note the attached memorandum from the Personnel Officer, OCD, to this office).

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